

USER'S MANUAL

E-GRANTS

CONSOLIDATED APPLICATION

TITLE IIA

IMPROVING TEACHER QUALITY

SPRING 2009

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Key

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KEY



Critical Tip



Blue block arrows point to on-screen links.



Magenta block arrows point to program tabs (pages).



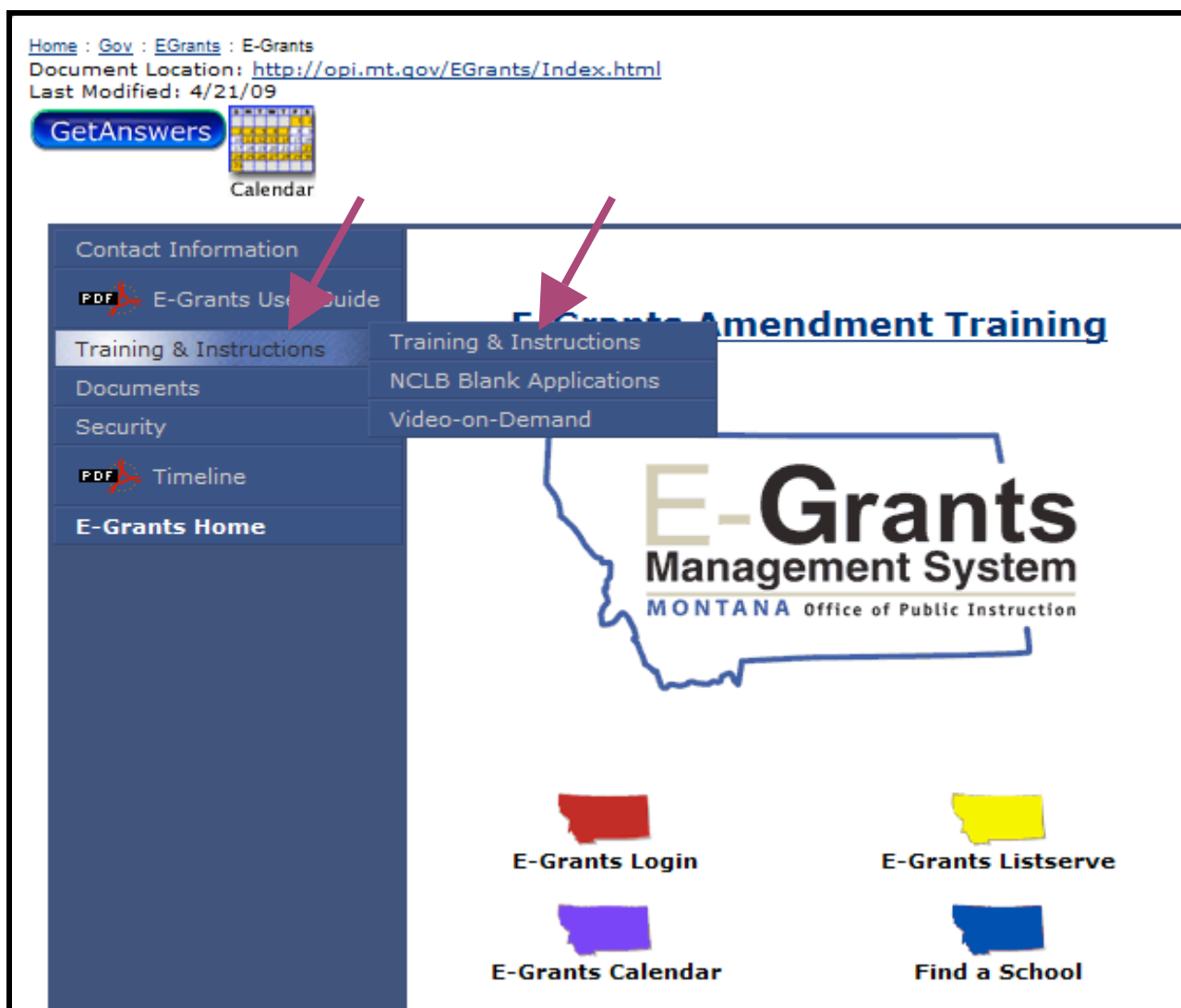
Green block arrows point to buttons or check boxes.



Red block arrows point to on-screen text..

GETTING STARTED

★ **Note:** Various training and instruction files are available from the OPI E-Grants page: <http://opi.mt.gov/EGrants/Index.html>
Look under **Training & Instructions**. There are many helpful files accessible from the **Instructions** option:



| <u>Name</u> | <u>Last Modified</u> | <u>Size</u> |
|---------------------|----------------------|-------------|
| <u>Instructions</u> | | |
| <u>Training</u> | | |

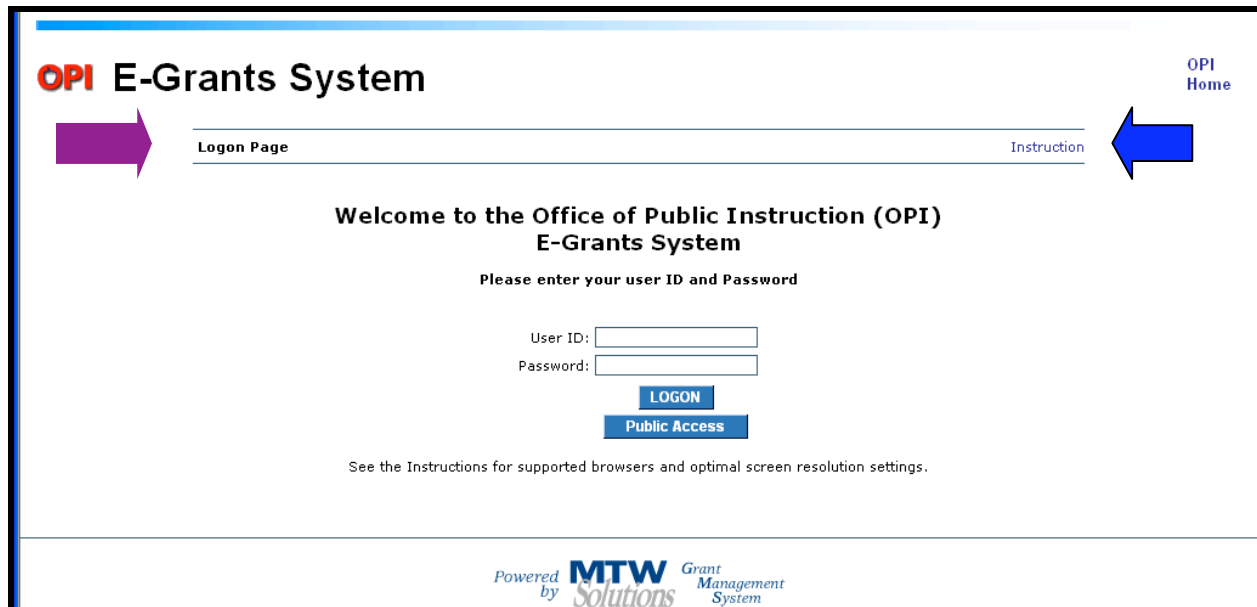
| <u>Name</u> | <u>Last Modified</u> | <u>Size</u> |
|--------------------------------------|----------------------|-------------|
| 08NCLBCarryoverInstr.pdf | 04/04/08 | 58652 |
| BasicSteps_CompletingESEA_App.pdf | 07/24/08 | 38876 |
| E-Grants User Guide.pdf | 04/17/09 | 163853 |
| E-GrantsQuickTips.pdf | 05/29/07 | 53806 |
| E-Grants_CashRequestExpenditures.pdf | 09/27/07 | 819579 |
| PrintAllFunction.pdf | 07/23/07 | 76790 |
| QTRejectedApps.pdf | 09/08/08 | 36584 |

Especially helpful are the **Basic Steps** and the **User Guide**.

BEFORE COMPLETING THE INDIVIDUAL PROGRAM PAGES...

The Authorized Representative must complete the **Planning Tool**.

Go to the **Logon Page** of the E-Grants System, and read the **Instructions**. Then logon to the system.



OPI E-Grants System

OPI Home

Logon Page

Instruction

Welcome to the Office of Public Instruction (OPI)
E-Grants System

Please enter your user ID and Password

User ID:

Password:

LOGON

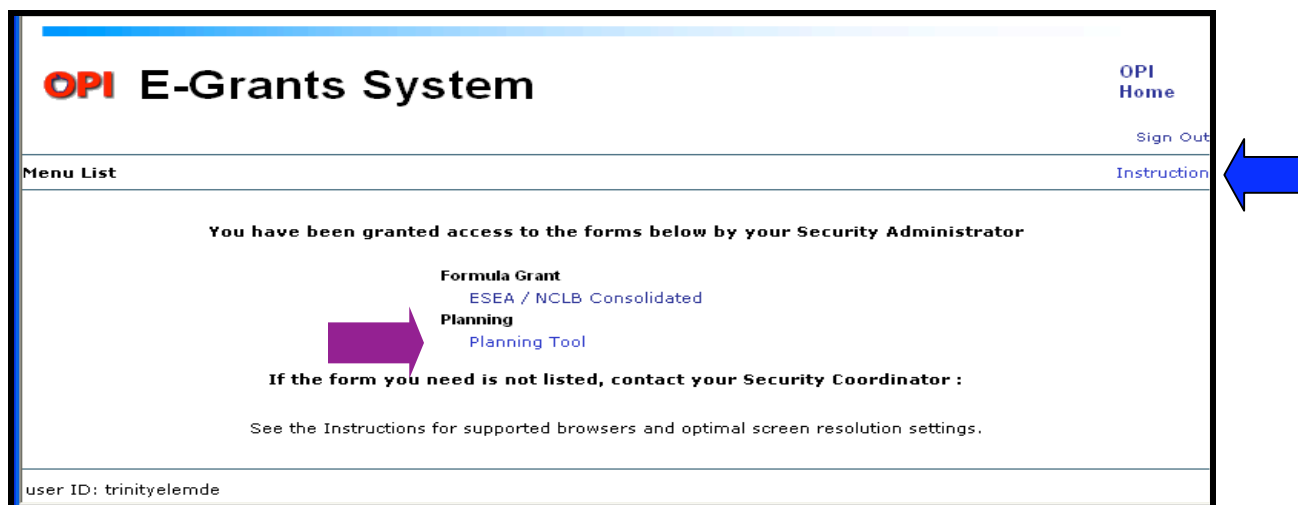
Public Access

See the Instructions for supported browsers and optimal screen resolution settings.

Powered by MTW Solutions Grant Management System

A successful logon to the E-Grants system will take you to the **Menu List** screen. Make sure you read the **Instructions** for this page. You will find many helpful hints concerning general operations and procedures in the E-Grants system.

Before you do any work on the individual title pages, you must work through the **Planning Tool** pages. Select the **Planning Tool** from the Menu List.



OPI E-Grants System

OPI Home

Menu List

Sign Out

Instruction

You have been granted access to the forms below by your Security Administrator

Formula Grant

ESEA / NCLB Consolidated

Planning

Planning Tool

If the form you need is not listed, contact your Security Coordinator :

See the Instructions for supported browsers and optimal screen resolution settings.

user ID: trinityelemde

You may either copy the Planning Tool from the previous year, or you may create a new Planning Tool. You may choose to copy the Planning Tool from the previous year, and then make any desired changes to the defined goals.

In the Planning Tool, there are seven different **Topic tabs (or pages).**

The screenshot displays the Planning Tool interface. At the top, there are fields for 'Applicant Name' and 'Legal Entity', and a status 'Application: Planning Tool'. On the right, there are links for 'Printer-Friendly', 'Click to Return to Plan Select', and 'Click to Return to Menu List / Sign Out'. Below these is a navigation bar with tabs: 'Overview', 'Topic 1', 'Topic 2', 'Topic 3', 'Topic 4', 'Topic 5', 'Topic 6', and 'Topic 7'. The 'Overview' tab is currently selected. The main content area is titled 'Planning Tool & Report Overview' and contains the following text:

The Planning Tool serves as the first step in developing an application for the E-grant system. This process establishes the relationship between the school district comprehensive education planning process, the fiscal resources provided by federal and state programs and measurable objectives that gauge the results of program activity.

There are two critical components of the Planning Tool:

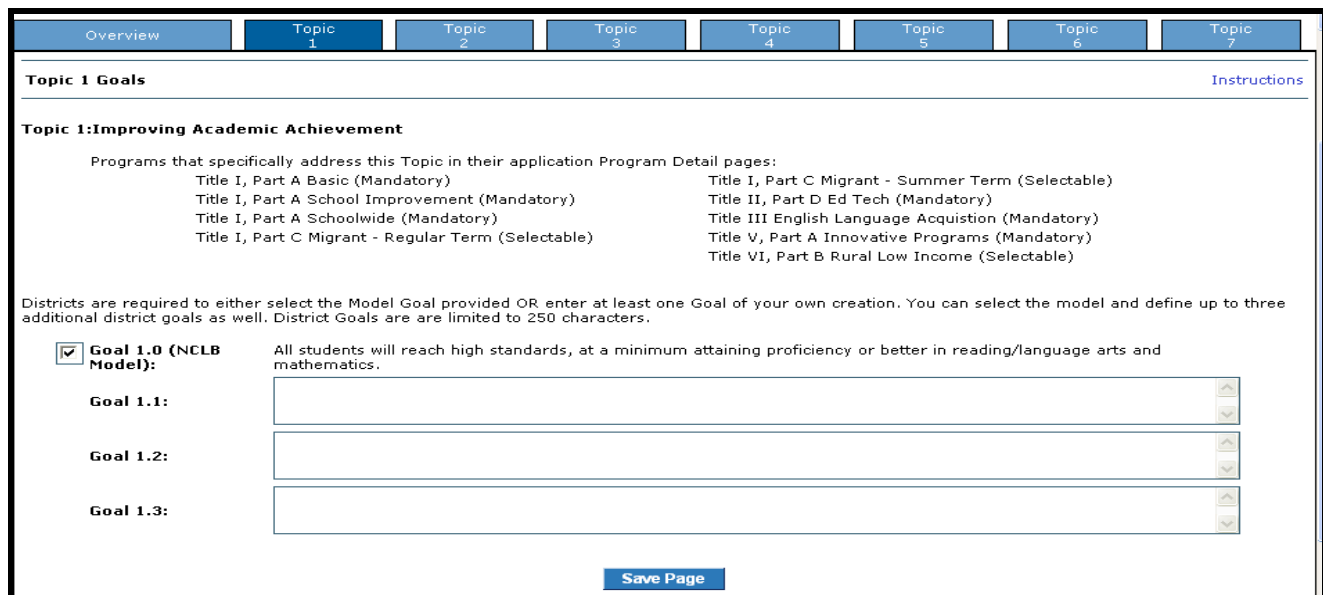
- 1. Topics** are established by OPI. Topics include broad areas of emphasis required by one or more state and/or federal programs. OPI supplies the topics that are required under each federal program's regulations.
 - Topic 1:** Improving Academic Achievement
 - Topic 2:** Assuring Qualified Personnel
 - Topic 3:** Improving Graduation Rates
 - Topic 4:** Improving School Climate
 - Topic 5:** Providing Education Appropriate to Students' Needs
 - Topic 6:** Increasing Parent and Community Involvement
 - Topic 7:** Providing Quality Career and Technical Education Programs
- 2. Goals** are written by the applicant. An applicant must provide at least one and no more than three goals under each topic that is required for a program and for which the applicant is eligible to apply. A model goal is listed for each topic and may be selected by an applicant, if desired.

The topics and district goals established in the Planning Tool carry forward into the appropriate program detail and budget detail pages. Applicants will use that information to develop objectives, activities and budget as related to the specific program.

Throughout the application development process and after submittal the applicant will be able to view and retain a report that provides an overview of selected topics, goals and objectives.

A yellow callout box with a black border points to the Topic tabs in the navigation bar. The text inside the box is: **There are seven different Topic tabs (or pages)**

- You must specify at least one goal for each topic. You may either accept the **NCLB Model Goal**, or you may enter up to three **district-specific goals** in the text boxes provided.
- Make sure you **Save** every page before you leave it!
(Click the **Save Page** button.)
- **Goals** specified for the title programs will be brought into the **Budget Detail** and **Activity** pages for the individual title programs.



Overview Topic 1 Topic 2 Topic 3 Topic 4 Topic 5 Topic 6 Topic 7

Topic 1 Goals [Instructions](#)

Topic 1: Improving Academic Achievement

Programs that specifically address this Topic in their application Program Detail pages:

| | |
|---|--|
| Title I, Part A Basic (Mandatory) | Title I, Part C Migrant - Summer Term (Selectable) |
| Title I, Part A School Improvement (Mandatory) | Title II, Part D Ed Tech (Mandatory) |
| Title I, Part A Schoolwide (Mandatory) | Title III English Language Acquisition (Mandatory) |
| Title I, Part C Migrant - Regular Term (Selectable) | Title V, Part A Innovative Programs (Mandatory) |
| | Title VI, Part B Rural Low Income (Selectable) |

Districts are required to either select the Model Goal provided OR enter at least one Goal of your own creation. You can select the model and define up to three additional district goals as well. District Goals are limited to 250 characters.

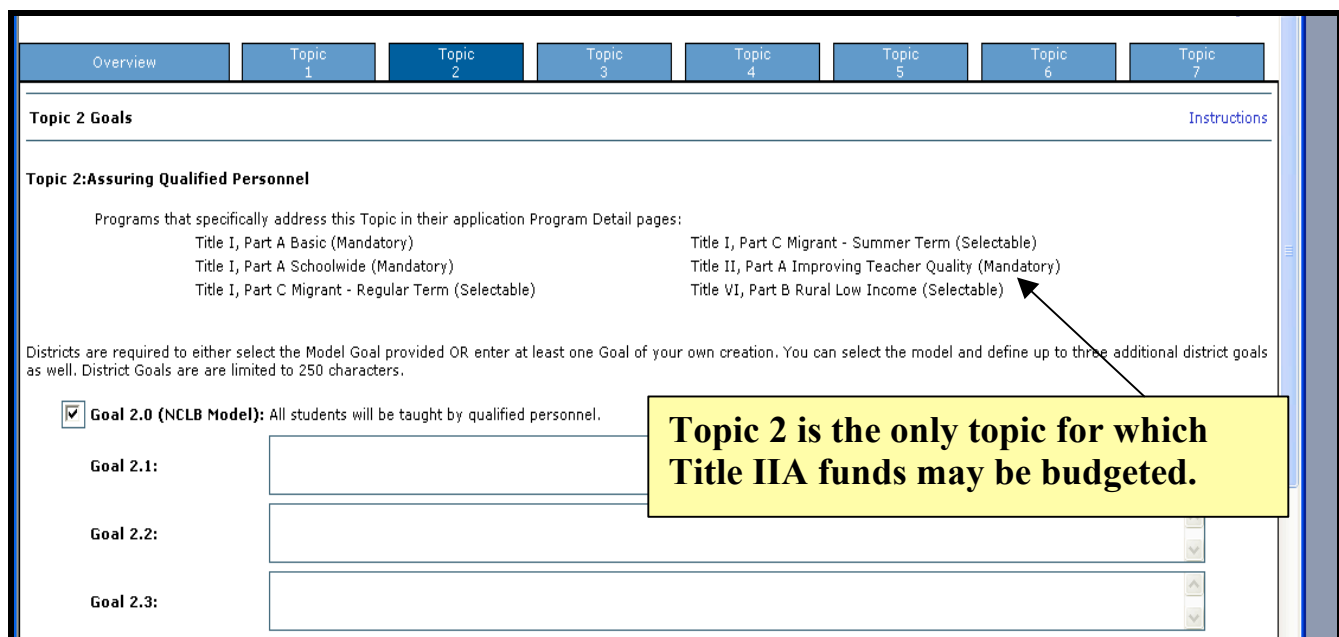
☒ **Goal 1.0 (NCLB Model):** All students will reach high standards, at a minimum attaining proficiency or better in reading/language arts and mathematics.

Goal 1.1:

Goal 1.2:

Goal 1.3:

Save Page



Overview Topic 1 Topic 2 Topic 3 Topic 4 Topic 5 Topic 6 Topic 7

Topic 2 Goals [Instructions](#)

Topic 2: Assuring Qualified Personnel

Programs that specifically address this Topic in their application Program Detail pages:

| | |
|---|--|
| Title I, Part A Basic (Mandatory) | Title I, Part C Migrant - Summer Term (Selectable) |
| Title I, Part A Schoolwide (Mandatory) | Title II, Part A Improving Teacher Quality (Mandatory) |
| Title I, Part C Migrant - Regular Term (Selectable) | Title VI, Part B Rural Low Income (Selectable) |

Districts are required to either select the Model Goal provided OR enter at least one Goal of your own creation. You can select the model and define up to three additional district goals as well. District Goals are limited to 250 characters.

☒ **Goal 2.0 (NCLB Model):** All students will be taught by qualified personnel.

Goal 2.1:

Goal 2.2:

Goal 2.3:

Topic 2 is the only topic for which Title IIA funds may be budgeted.

- Once the **Planning Tool** is completed:
 - Click on [Return to Menu List](#)

OPI E-Grants System OPI Home

Applicant Name: _____ Legal Entity: _____

Application: Planning tool

Printer-Friendly
Click to Return to Plan Select
Click to Return to Menu List / Sign Out

Overview Topic 1 Topic 2 Topic 3 Topic 4 Topic 5 Topic 6 Topic 7

Topic 1 Goals Instructions

Topic 1: Improving Academic Achievement

Programs that specifically address this Topic in their application Program Detail pages:

| | |
|---|--|
| Title I, Part A Basic (Mandatory) | Title I, Part C Migrant - Summer Term (Selectable) |
| Title I, Part A School Improvement (Mandatory) | Title II, Part D Ed Tech (Mandatory) |
| Title I, Part A Schoolwide (Mandatory) | Title III English Language Acquisition (Mandatory) |
| Title I, Part C Migrant - Regular Term (Selectable) | Title V, Part A Innovative Programs (Mandatory) |

Local intranet

- Click on **ESEA/NCLB Consolidated**

OPI E-Grants System OPI Home

Sign Out

Menu List Instruction

You have been granted access to the forms below by your Security Administrator

Formula Grant
ESEA / NCLB Consolidated
Planning
Planning Tool

If the form you need is not listed, contact your Security Coordinator :

See the Instructions for supported browsers and optimal screen resolution settings.

- This will take you to the **Application Select** screen:
 - The **Instructions** link brings up a PDF file with helpful information and tips.
 - If the district has not yet created an application for the current year, click on the **Create Application** button.

Click to Return to Organization Select
Click to Return to Menu List / Sign Out

Applicant Name: Legal Entity:

Application Select - ESEA Consolidated Instruction

Year: 2010 Create Application

Select an application from the list(s) below and press one of the following buttons:

Open Application
Create Amendment

Review Summary
Payments
Print All

Printed Applications:

| Select | Application / Amendment | Original Submit Date | OPI Approval Date | Status | Status Date |
|-----------------------|---------------------------------|----------------------|-------------------|---------------|-------------|
| 2008-2009 | | | | | |
| <input type="radio"/> | 09-ESEA-00 Original Application | | | Not Submitted | |
| 2007-2008 | | | | | |
| <input type="radio"/> | 08-ESEA-00 Original Application | | | Not Submitted | |

- If the district has already created an application:
 - At first, none of the blue buttons will be active.
 - Click in the **radio button** next to the application to activate appropriate buttons.
 - Then click on the **Open Application** button.

Select an application from the list(s) below and press one of the following buttons:

Open Application
Create Amendment
Delete Application/Amendment

Review Summary
Payments
Print All

Printed Applications:

| Select | Application / Amendment | Original Submit Date | OPI Approval Date | Status | Status Date |
|----------------------------------|---------------------------------|----------------------|-------------------|----------------|-------------|
| 2008-2009 | | | | | |
| <input checked="" type="radio"/> | 09-ESEA-00 Original Application | | | Not Submitted | |
| 2007-2008 | | | | | |
| <input type="radio"/> | 08-ESEA-00 Amendment 1 | 09-04-2007 | 09-11-2007 | Final Approved | 09-11-2007 |
| <input type="radio"/> | 08-ESEA-00 Original Application | 06-14-2007 | 08-31-2007 | Final Approved | 08-31-2007 |

Either of these actions (**Create Application** or **Open Application**) will open the application to the

ESEA/NCLB Consolidated Programs screen.

OPI E-Grants System

Applicant: Application: Legal Entity: Application Sections: ESEA / NCLB Consolidated

Printer-Friendly
Click to Return to Application Select
Click to Return to Menu List / Sign Out

Overview Contact Information Funding Private/NonPublic School Participation Grant Summary Assurances, Common and Program Submit Application History Page Lock Control

ESEA / No Child Left Behind (NCLB) Consolidated Programs

Programs: Title I, Part A - Improving the Academic Achievement of the Disadvantaged
Title II, Part A - Improving Teacher Quality
Title II, Part D - Enhancing Education Through Technology
Title III - English Language Acquisition
Title IV, Part A - Safe and Drug-Free Schools and Communities
Title V, Part A - Innovative Programs
Title VI Part A, Subpart 2 - General Transferability
Title VI Part B, Subpart 1 - Small Rural Schools
Title VI Part B, Subpart 2 - Rural Low Income

Purpose: The NCLB Act, signed into law on January 8, 2002, requires that all children have a fair, equal, and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging state academic achievement standards and state academic assessments.
The No Child Left Behind Act of 2001 (NCLB) redesigned the Elementary and Secondary Act (ESEA) programs to emphasize four pillars of reform.

1. Accountability for results
2. Doing what works based on scientific research
3. Local control and flexibility
4. Expanded parental choices

Legislation: Public Law 107-110, the No Child Left Behind Act of 2001

- On this page:
 - Fill out the **Contact Information** tab. Make sure to include contacts for specific programs.
 - Complete phone number information for the authorized representative (AR) and the district clerk.
 - If there are changes in the information that has been auto-filled, please notify the OPI.


- **Contact Information** (continued)
- As shown below, scroll to the bottom of the **Contact Information** page and add e-mail addresses for people who should receive automated application approval/disapproval notices (district clerk, federal programs director). (These e-mails are automatically sent only to the AR.)
- Remember to click the **Save Page** button when you are done.

☐ Title III Contact:

☐ Title IV A Contact:

☐ Title V A Contact:

☐ Title VI Contact:



Application Approval / Disapproval Copy Email Addresses
☐ Automatic e-mail notifications of this application's approval and/or return will be sent to the LEA Authorized Representative. If others want to receive these automatic e-mail notices, their e-mail addresses must be entered in the text boxes that follow (limit of five e-mail addresses). Note: If the district clerk or program contact has an e-mail address listed above, it must be re-entered in this section to receive the automatic e-mails.

Save Page

Click on the **Funding** tab. A page comes up showing the allocations for each title. Decide how you want to spend your money, keeping in mind your needs assessment and the goals you have defined in the **Planning Tool**.

- Fill out the **Funding/Allocations** tab, specifying any **fund transfers** or **refusal** of funds. Remember to click the **Save Page** button.

To

Complete the section below to notify the SEA that the applicant is transferring or flexing funds per the provisions of the State and Local Transferability Act. Guidance on Transferability is available at <http://www.ed.gov/programs/transferability/finalsummary04.doc>. Guidance on REAP/Flex is available at <http://www.ed.gov/policy/elsec/guid/realp03guidance.doc>. If you are planning to move all funds to Schoolwide, DO NOT use the REAP/Flex option here. Move down to 'Transfers to Schoolwide' section below.

| Funds Available for Transfer/Flex | TitleIA | Schoolwide | TitleIIA | TitleIID | TitleIII | TitleIVA | TitleVA | TitleVIB |
|--|--------------------------------|------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|---------|----------|
| Applicable Percentage | 0% | 0% | 100% | 100% | 0% | 100% | 100% | 0% |
| Current Year | \$0 | \$0 | \$2,967 | \$468 | \$0 | \$602 | \$0 | \$0 |
| Cap for Carryover | | | | | | | | |
| Total Available for Transfer/Flex | \$0 | \$0 | \$2,967 | \$468 | \$0 | \$602 | \$0 | \$0 |
| From TitleIIA (+) | <input type="text" value="0"/> | | | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | | |
| From TitleIID (+) | <input type="text" value="0"/> | | <input type="text" value="0"/> | | <input type="text" value="0"/> | <input type="text" value="0"/> | | |
| From TitleIVA (+) | <input type="text" value="0"/> | | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | | | |
| From TitleVA (+) | <input type="text" value="0"/> | | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | | |
| Total Transfer/Flex | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |

From

| Transfers to Schoolwide | TitleIA | Schoolwide | TitleIIA | TitleIID | TitleIII | TitleIVA | TitleVA | TitleVIB |
|--------------------------------------|--------------------------------|------------|----------|----------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| Amount Available for Transfer | \$31,148 | | | | \$0 | \$602 | \$0 | \$0 |
| To School Wide (-) | <input type="text" value="0"/> | | | | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |

Refusal Checkboxes

Funds not applied for
(SEA may reallocate funds to other grantees)

| | TitleIA | Schoolwide | TitleIIA | TitleIID | TitleIII | TitleIVA | TitleVA | TitleVIB |
|--------------------------------------|--------------------------|------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Current Year Funds | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Prior Year Funds | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Net Adjustment | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Total Available for Budgeting | \$31,148 | \$0 | \$2,967 | \$468 | \$0 | \$602 | \$0 | \$0 |

| | TitleIA | Schoolwide | TitleIIA | TitleIID | TitleIII | TitleIVA | TitleVA | TitleVIB |
|-------------------------|---------|------------|----------|----------|----------|----------|---------|----------|
| Calculate Totals | | | | | | | | |
| Save Page | | | | | | | | |

- Click on the **Funding/Topic Funding** tab. For each title with funds available for budgeting, this page displays the topics that were specified in the **Planning Tool**.
- This is a read-only page except for Title VIB. Districts with Title VIB allocations must select their Topic(s) here.

PLEASE NOTE: Topics 3, 5, and 7 are not allowed in Title VIB. Do not check the boxes for these topics!

Topic Funding [Instructions](#)

| | TitleIA | Schoolwide | TitleIIA | TitleIID | TitleIII | TitleIVA | TitleVA | TitleVIB |
|--------------------------------------|-----------|------------|-----------|----------|----------|----------|---------|----------|
| Total Available for Budgeting | \$697,028 | \$0 | \$201,043 | \$10,481 | \$0 | \$14,865 | \$0 | \$22,631 |

Topic Funding Indicate which programs will provide funding for each topic by checking the appropriate check boxes.

| | | | | | | | | |
|---|-------------------------------------|--------------------------|-------------------------------------|-------------------------------------|--------------------------|-------------------------------------|--------------------------|-------------------------------------|
| Topic 1: Improving Academic Achievement | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Topic 2: Assuring Qualified Personnel | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Topic 3: Improving Graduation Rates | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Topic 4: Improving School Climate | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Topic 5: Providing Education Appropriate to Students' Needs | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Topic 6: Increasing Parent and Community Involvement | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Topic 7: Providing Quality Career and Technical Education Programs | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | TitleIA | Schoolwide | TitleIIA | TitleIID | TitleIII | TitleIVA | TitleVA | TitleVIB |

[Save Page](#)

If the district has a Title VIB allocation, the Title VIB checkboxes are open, and the district must select their topic(s) here. *The only topics allowed in Title VIB are topics 1, 2, 4, and 6. (Do not check any other topics.)*

Topic Funding

| | TitleIA | Schoolwide | TitleIIA | TitleIID | TitleIII | TitleIVA | TitleVA | TitleVIB |
|--------------------------------------|-----------|------------|-----------|----------|----------|----------|---------|----------|
| Total Available for Budgeting | \$697,028 | \$0 | \$201,043 | \$10,481 | \$0 | \$14,865 | \$0 | \$22,631 |

Topic Funding Indicate which programs will provide funding for each topic by checking the appropriate check boxes.

| | | | | | | | | |
|---|-------------------------------------|--------------------------|-------------------------------------|-------------------------------------|--------------------------|-------------------------------------|--------------------------|-------------------------------------|
| Topic 1: Improving Academic Achievement | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Topic 2: Assuring Qualified Personnel | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Topic 3: Improving Graduation Rates | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Topic 4: Improving School Climate | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Topic 5: Providing Education Appropriate to Students' Needs | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Topic 6: Increasing Parent and Community Involvement | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Topic 7: Providing Quality Career and Technical Education Programs | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | TitleIA | Schoolwide | TitleIIA | TitleIID | TitleIII | TitleIVA | TitleVA | TitleVIB |

[Save Page](#)

If you are the Authorized Representative, fill out the **Assurances** tabs.
The Authorized Representative must:

1. Agree to the Common Assurances.
2. Agree to individual program assurances for each title for which funds have been budgeted.
3. Go to the last **Assurances** tab, and click the **Legal Entity Agrees** button.

- (See the **Instructions** links on these pages! Make sure you click on the **Save Page** button!)

Applicant Name: ----- **Legal Entity** ----- **ESEA / NCLB Consolidated**

Application: 2009-2010 Original Application

Application Sections
[Printer-Friendly](#)
[Click to Return to Application Select](#)
[Click to Return to Menu List / Sign Out](#)

Overview **Contact Information** **Funding** **Private/NonPublic School Participation** **Grant Summary** **Assurances, Common and Program** **Submit** **Application History** **Amendment Description** **Page Lock Control**

Common Assurances **Title_I Part A** **Title_II Part A** **Title_II Part D** **Title_III** **Title_IV Part A** **Title_VI** **Assurances**

Assurance Agreement [Instructions](#)

The authorized representative of the applicant certifies that he or she has read, understood and will comply with all of the provisions of the following assurances.

NOTE: These checkboxes will be automatically filled in as each of the separate certifications/assurances are read and agreed to. Each program with funds available for budgeting must be checked off before the final/full agreement can be completed by clicking the button below.

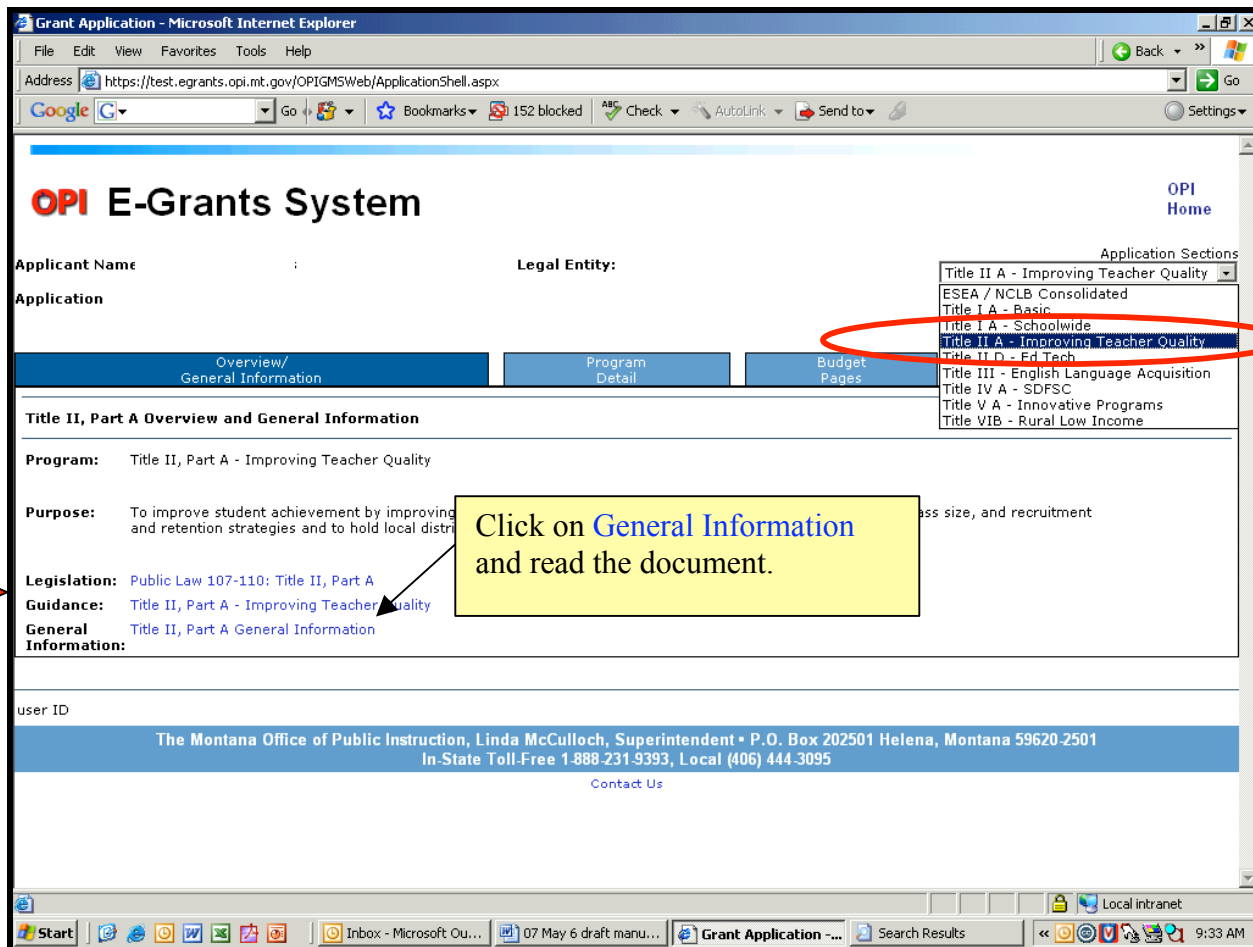
Changes in program funding after full agreement is completed on this page that result in a program becoming funded will require agreement to those program assurances to pass consistency check. Examples of funding changes are Carryover, receipt of Reallocated funds and Reap Flex/Transfer changes on the Funding/Allocation page.

| Program | Total Available for Budgeting |
|---|-------------------------------|
| <input checked="" type="checkbox"/> Common Assurances | |
| <input checked="" type="checkbox"/> Title I, A | 2896579 |
| <input checked="" type="checkbox"/> Title II, A | 952249 |
| <input checked="" type="checkbox"/> Title II, D | 43552 |
| <input checked="" type="checkbox"/> Title III | 0 |
| <input checked="" type="checkbox"/> Title IV, A | 76055 |
| <input type="checkbox"/> Title V, A | 0 |
| <input checked="" type="checkbox"/> Title VI | 0 |

The assurances were fully agreed to on this date:

Legal Entity Agrees

Select **Title II, Part A – Improving Teacher Quality** from the drop-down box.



Notice that the **legislation** and **guidance** links will take you to the US Department of Education Web site.

Click on and read the **Title II, Part A General Information**

BUDGET PAGES

- Click on the **Budget Pages** Tab.
- This displays the **Private/Nonpublic Equitable Share** Tab.
- Note the **Instructions** file available for this page.
 - On this page you **MUST** enter numbers for private/nonpublic elementary and high school enrollment on lines 5a and 5b respectively.
 - Then click the **Save Page** button.

| Overview/ General Information | Program Detail | Budget Pages | Page_Lock Control |
|--------------------------------------|-------------------|---------------------------|----------------------|
| Private/Nonpublic Equitable Share | Budget Detail | Property and Equipment | Budget Summary |

Private/Nonpublic Schools Share [Instructions](#)

The amounts at the beginning of each line are the values used in, and the results of, the calculations the last time this page was saved. The amounts displayed in the second boxes on lines 1 through 4 are the current values for each of these variables and are the values that will be used in the calculations the next time the page is saved. The two amounts on each of these four lines must be equal in order to pass the consistency check. This will ensure that the page truly reflects the effects of any changes made in program or budget.

- 1,155 Amount available for public and private/nonpublic schools used in last save of this page. Current Amount available: 1,155
- 0 Budgeted Indirect Cost amount (from the Budget Detail page). Current Indirect Cost on the Budget Detail page: 0
- 1,000 Budgeted public district expenditures for Class-Size Reduction, Recruitment, and Retention. Current sum of 10CSR, 10REC and 10RET on the Budget Detail page: 1,000
- 155 Remaining funds for Professional Development (Line 1 - Line 2 - Line 3 calculated only on Save). Amount calculated with lines 1-3 current amounts: 155
- 5a. 1 Enter the number of participating elementary private/nonpublic students. (District must enter enrollment). [\(Click to see Private/Nonpublic Participation List - no enrollment data\)](#)
- 5b. 1 Enter the number of participating high school private/nonpublic students. (District must enter enrollment).
- 13 Public District Enrollment (Sum of Fiscal Agent and all member LE counts if System or Consortium)
- 15 Sum of Public District and Private/Nonpublic Enrollments (Line 5a + Line 5b + Line 6 calculated only on Save)
- 0.133333 Proportion of Participating Private/Nonpublic School Enrollment Compared to Total Enrollment ((Line 5a + Line 5b) / Line 7 calculated only on Save)
- 21 Equitable Share (Line 8 X Line 4 rounded to a whole dollar, calculated only on Save)
- 5 Nonpublic Hold Harmless: Amount of services for which private/nonpublic schools were eligible in FY2002. (Sum of the following calculations for Elementary and High School amounts, calculated only on Save)
 FY 2002 Elementary Per Pupil Amount: 4.91 X Line 5a equals 5
 FY 2002 High School Per Pupil Amount: X Line 5b equals 0
- 21 Amount to be budgeted for private school services. (larger of lines 9 and 10 - determined on Save)

Save Page

★ Whenever you make a change on the Budget Detail page, you must come back to the **Private/Nonpublic Equitable Share** page and click the **Save Page** button again to make sure the calculations are correct.

BUDGET DETAIL PAGE

- See the **Instructions** for descriptions of Purpose Categories and Object Codes
- In each row on the Budget Detail page, use the drop-down arrow to choose the correct Purpose Category for the Activity where you are going to spend your Title IIA funds.
- Within each Purpose Category, budget the funds in the proper Object Codes.
Note: Object code 300 is where you put your curriculum cooperative costs.

Applicant Name: Legal Entity: Application Sections: Title II A - Improving Teacher Quality

Application: 2009-2010 Original Application

Printer-Friendly
Click to Return to Application Select
Click to Return to Menu List / Sign Out

| Overview/ General Information | Program Detail | Budget Pages | Page Lock Control |
|--------------------------------------|-------------------|---------------------------|----------------------|
| Private/Nonpublic Equitable Share | Budget Detail | Property and Equipment | Budget Summary |

Budget Detail BUDGET BREAKDOWN (Use whole dollars only. Omit Decimal Places, e.g., 2536) [Instructions](#)

Total Allocation Available for Budgeting \$15,434

Topic 2: Assuring Qualified Personnel

| Purpose Category | 100 Personal Service- Salaries | 200 Employee Benefits | 300 Purchased Professional and Technical | 400 Purchased Property Services | 500 Other Purchased Services | 600 Supplies | 700 Property & Equipment | 800 Other Objects | Total Title IIA Funds | Delet Row |
|---|---|-----------------------------|--|--|---------------------------------------|-----------------|--------------------------------|-------------------------|-----------------------------|--------------------------|
| 10CSR-Instruction- Class Size Reduction | 12000 | 2000 | 0 | 0 | 0 | 0 | 0 | 0 | \$14,000 | <input type="checkbox"/> |
| 22-Professional Development | 0 | 0 | 1434 | 0 | 0 | 0 | 0 | 0 | \$1,434 | <input type="checkbox"/> |
| | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | \$0 | <input type="checkbox"/> |
| Sub Total | \$12,000 | \$2,000 | \$1,434 | \$0 | \$0 | \$0 | \$0 | \$0 | \$15,434 | |

Create Additional Entries Save Page

| TOTALS | \$12,000 | \$2,000 | \$1,434 | \$0 | \$0 | \$0 | \$0 | \$0 | \$15,434 |
|--------|----------|---------|---------|-----|-----|-----|-----|-----|----------|
|--------|----------|---------|---------|-----|-----|-----|-----|-----|----------|

Determining Maximum Indirect Cost allowed

| | | | |
|---|----------|----------------------------|----------|
| (A) Total Allocation Available for Budgeting | \$15,434 | (F) Total budgeted above | \$15,434 |
| (B) Budgeted Property and Equipment Cost (Object 700) | \$0 | (G) Budgeted Indirect Cost | 0 |
| (C) Allowable Direct Costs (A-B) | \$15,434 | (H) Total Budget (F+G) | \$15,434 |
| (D) Indirect Cost Rate % | 0.0000 | Allocation Remaining (A-H) | \$0 |
| (E) Maximum Indirect Cost (C*(D/(1+D))) | \$0 | | |

Calculate Totals Save Page



- The **Calculate Totals** button does not save the data; it gives you running totals as you work.
- Click the **Save Page** button to both calculate and save the page. The page will not save until the budget is balanced.
- Be sure you do not leave the page before the **Save** is complete.

PROGRAM DETAIL TAB

Choosing **Activities**:

OPI E-Grants System

Applicant Name: Legal Entity

Application: 2009-2010 Original Application

Application Sections: Title II A - Improving Teacher Quality

Printer-Friendly
Click to Return to Application Select
Click to Return to Menu List / Sign Out

Overview/General Information | **Program Detail** | Budget Pages | Page Lock Control

Activities

Topic 2: Assuring Qualified Personnel

Goal 2.0 (NCLB Model): All students will be taught by qualified personnel.

Objective: All teachers in core academic subjects will be highly qualified as required by Section 1119 of Title I Part A of NCLB.

Activities: Choose one or more from the 4 activities below.

☐ Activity 1 - Professional development (Budget under Purpose Category 22 - Professional Development.)

☐ Activity 2 - The district will hire highly qualified teachers to reduce class size in the following grade levels. (Budget under Purpose Category 10CSR - Instruction - Class Size Reduction.)

☐ Activity 3 - The district will perform the following in order to retain highly qualified teachers: (Budget under Purpose Category 10RET - Instruction - Retention of Highly Qualified Staff.)

☐ Activity 4 - The district will recruit highly qualified teachers by: (Budget under Purpose Category 10REC - Instruction - Recruitment of Highly Qualified Staff.)

Performance Indicator: Percent of teachers highly qualified and receiving high quality professional development as reported to OPI on the Annual Data Collection (ADC).

Save Page

★ Note: The **Activities** (pages 17-20 of this manual) implemented and the corresponding entries on the **Budget Detail** (page 15 of this manual) must align with the **Topic**, **Goal(s)**, **Objective**, and **Performance Indicator** listed on this page.

- If this title program has funds available, at least one of the Activities must be checked.
- Clicking any of the **Activity** boxes will check the box and will open areas requesting more information.

Activity 1: Professional Development in the core areas for teachers, principals, and paraprofessionals

- Please click on the [Criteria for High Quality Professional Development](#) link and study the criteria.

Activities: Choose one or more from the 4 activities below.

☒ **Activity 1 - Professional development** (Budget under Purpose Category 22 - Professional Development.)

(Please review: [Criteria for High Quality Professional Development activity using Title II, Part A funds](#))

a. The district will provide professional development for core teachers, principals, and paraprofessionals in the following core areas:

- | | | |
|--|--------------------------------------|------------------------------------|
| <input checked="" type="checkbox"/> English, Reading and Language Arts | <input type="checkbox"/> Mathematics | <input type="checkbox"/> Science |
| <input type="checkbox"/> Civics and Government | <input type="checkbox"/> History | <input type="checkbox"/> Geography |
| <input type="checkbox"/> Foreign Languages | <input type="checkbox"/> Arts | <input type="checkbox"/> Economics |

b. The types of professional development topics funded with Title II, Part A will include:

- | | | |
|--|--|---|
| <input checked="" type="checkbox"/> Improve teaching practices | <input type="checkbox"/> Alternative learning styles | <input type="checkbox"/> Improving student behavior |
| <input type="checkbox"/> Early intervention strategies | <input type="checkbox"/> Parent Involvement strategies | <input type="checkbox"/> Use of data to drive instruction |
| <input type="checkbox"/> Integrate technology into core areas | <input type="checkbox"/> Team-teaching strategies | <input type="checkbox"/> Strategies to increase student achievement |

Briefly describe. Include the professional development planned for any participating private/nonpublic schools. (1800 Character Maximum)

1. Send all K-4 teachers to Teton Institute and to the Bozeman Reading Institute. When they return, they will work in grade-level groups to collaborate to raise reading scores. 2. Send 10 teachers to MBI. These teachers will work in cross-grade and cross-disciplinary groups to reduce bullying incidents and to teach other staff MBI techniques.

1. Check at least one core area in group (a) checkboxes.
2. Check at least one type of professional development to be offered in (b).
3. Specifically describe your planned activities in the text box and include how the activities will meet the criteria for high quality professional development **as shown in the screen shot above**.
4. If you have a participating private/nonpublic school, you must describe the professional development to be provided to core area teachers.

CLICK THE [Save Page](#) BUTTON WHEN DONE!

Required fields: The application cannot be saved or submitted if

1. Any of the three items above are left blank.
2. The information exceeds the maximum number of characters.

NOTE: The text boxes will accept a large amount of information, but will not save it. To be sure you do not exceed the limits, please write your response to the text box in Word then use Word Count on the Tools menu to count the characters including spaces. **Remember, E-Grants will not accept formatted text** (e.g. bulleted lists).

Activity 2: Hiring highly qualified teachers to reduce class size

☒ **Activity 2 - The district will hire highly qualified teachers to reduce class size in the following grade levels.**
 (Budget under Purpose Category 10CSR - Instruction - Class Size Reduction.)

Number of teachers hired with IIA funds to reduce class size:

4.5

| Grade to be reduced | Subject to be reduced (9-12 and Other required if student count entered) | Students / Teacher before reduction | Students / Teacher after reduction |
|-----------------------------|---|--|---------------------------------------|
| K | | 28 | 15 |
| 1 | | 28 | 18 |
| 2 | | 21 | 19 |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| 7 | | | |
| 8 | | | |
| 9 | Mathematics | 39 | 20 |
| 10 | | | |
| 11 | | | |
| 12 | | | |
| Other (Identify in subject) | | | |

- Fill in the number of highly qualified core content teachers to be hired to reduce class size (the field will accept up to two decimal places).
- Fill in the number of students per teacher before and after reduction.
- If grades 9-12 or Other are selected, a subject or description is required. (For grades K-8 a subject *may* be entered.)
- Give a short description of Other, such as “grade 3-4 combo” if you are breaking a grade combination into two separate grades.

Required fields: The application cannot be saved or submitted if any of these are left blank:

1. Number of highly qualified teachers to be hired
2. Number of students before and after reduction
3. Subject for grades 9-12 and Other

CLICK THE **Save Page** BUTTON WHEN DONE!

Activity 3: Retaining highly qualified teachers

☒ **Activity 3 - The district will perform the following in order to retain highly qualified teachers:**
(Budget under Purpose Category 10RET - Instruction - Retention of Highly Qualified Staff.)

☐ Mentoring programs

☐ Other - Provide information (500 Character Maximum)

★ **Note:** Retention of highly qualified core area teachers can be a union issue, so please check your negotiated agreement.

- Since teachers often leave in their first years of service, mentoring is commonly selected.
- Only highly qualified core content area teachers with a record of improving student achievement can be retained with Title IIA funds.
- No raises may be given, no salaries or insurance may be paid, and no retention bonus may be rotated among members of a small staff to counter low wages or benefits. This is supplanting local responsibility.
- If Other is chosen, provide a short description. There is a limit of 500 characters on this field.
- **Required fields:** If **Activity 3** is selected, there must be a check in one of the two choices. The application cannot be saved or submitted if no boxes are checked.

CLICK THE  **BUTTON WHEN DONE!**

Activity 4: Recruiting highly qualified teachers

☒ **Activity 4 - The district will recruit highly qualified teachers by:** *(Budget under Purpose Category 10REC - Instruction - Recruitment of Highly Qualified Staff.)*

☒ offering a signing bonus or other incentive.

What signing bonus or other incentive do you plan to offer? (500 Character Maximum)

Examples:

\$2,000 one-time signing bonus to recruit a highly qualified reading teacher.
\$2,000 toward moving expenses for our newly-hired highly qualified mathematics teacher.

☐ Other (80 Character Maximum)

☐ Other (80 Character Maximum)

★ **Note:** Recruitment of highly qualified core area teachers can be a union issue, so please check your negotiated agreement.

- Only highly qualified core content teachers for hard-to-fill positions may be recruited with Title IIA funds.
- Recruitment incentives are a one-time encouragement to join your staff, not ongoing compensation. Retention incentives cannot be used to raise a teacher's salary or to provide permanent increases in salary or benefits.
- If **Activity 4** is selected, there must be a check in one of the three boxes and a brief description in the text box.

Required fields: The application cannot be saved or submitted if:

1. No boxes are checked
2. The information exceeds the maximum number of characters

NOTE: The first text box (500 character maximum) will accept a large amount of information, but will not save it. The other two text boxes allow entry of only 80 characters. You may write your text box response in Word, then do a Tools/Word Count to count the characters including spaces to be sure that you do not exceed the limits, then copy the text into E-Grants. Remember, E-Grants does not accept formatted text such as bulleted lists.

CLICK THE  BUTTON WHEN DONE!

SUMMARY OF TIPS FOR COMPLETING E-GRANTS APPLICATIONS

Before starting an application :

- Go to the E-Grants web page at: <http://opi.mt.gov/EGrants/Index.html>
- Select
 - Training and Instructions/Training & Instructions/Instructions
 - BasicSteps_CompletingESEA_App.pdf
 - E-Grants User Guide.pdf

Complete these pages before completing program pages:

- Planning Tool – This is a separate menu choice on the **Menu List** screen
- ESEA/NCLB Consolidated
 - **Contacts** tab – enter district contacts for each title program and add the e-mail addresses at the bottom of the page
 - Funding Tab - **Allocations** Page and **Topic Funding** Page

The **Topic Funding** page displays topics only for titles which have funds available for budgeting. The "current-status" Topic Funding page must be viewed before you can access the **Budget Detail** pages for the individual title programs.

Example: You initially decide to run a program in Title IIA, but not in IID. You must initially access the **Topic Funding** page before you can get to any of the Budget Detail pages. Now, part way through your process, you decide to put some of the IIA money into IID. You must:

- Make the necessary changes to the Allocations page
- Make the necessary changes on the Title IIA Budget Detail page
- View the Topic Funding page to verify that a topic is now checked for Title IID.
- Make the necessary changes to the Title IID Budget and Program pages.

Tips for Completing E-Grants:

- Read the instructions on each page
- Be sure that all required fields are entered before saving or leaving a page
- Save often
- When the Save is complete, check for any red error messages at the top of the page to make sure the data saved, and if not why not

Before Submission of Application:

- Assurances, Common and Program – Authorized Representative (AR) must agree to Common Assurances and to Assurance pages for funded programs. The AR must then complete the Assurances summary tab on the far right.
- ESEA/NCLB Consolidated **Private/Nonpublic School Participation** tab must be completed.
 - If your district has participating private/nonpublic schools, enter the required information.
 - If your district has no private/nonpublic participants, open the page, enter a zero for the number of participating private/nonpublic schools, and **SAVE THE PAGE**.

CONTACT INFORMATION FOR ESEA TITLE IIA

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Sources of Additional Information

OPI E-Grants Web page: <http://www.opi.mt.gov/EGrants/Index.html>

OPI Title II, Part A Web page: <http://www.opi.mt.gov/titleiiparta/>